

**SUMMIT TOWNSHIP WATER AUTHORITY
WATER SYSTEM
RULES AND REGULATIONS
Residential Customers**

Effective as of September 8, 2021

PREAMBLE

These Rules and Regulations, adopted by the Summit Township Water Authority (Authority), are a part of the contract with every individual who takes water service, and every such person or political subdivision by taking of the water, agrees to be bound hereby.

SECTION I - DEFINITIONS

- A. Authority – The Summit Township Water Authority.
- B. Authority Manager - The individual appointed to the position of “manager” of the Authority by the Board of the Summit Township Water Authority at a properly convened meeting of the Authority board.
- C. Customer - Any party contracting for a supply of water to a Property within the Summit Township Water Authority Service Area.
- D. Property - Any of the following:
 - 1. A single building under one roof, owned or leased by one party, and occupied as by a single business.
 - 2. A combination of buildings owned or leased by one party within one common enclosure and occupied by a single individual or family.
 - 3. An individual unit within a single building or combination of buildings within one common enclosure and occupied by a single individual or family with individual units being divided by a solid vertical partition wall.
 - 4. An individual unit of a building occupied by more than one individual or family, even though the occupants of each individual unit may share a closet and/or other fixtures in common.
 - 5. An apartment located in a building having several apartments and using in common one or more halls and one or more means of entrance.

- E. Property Owner – The record title owner of a parcel of land.
- F. Summit Township Water Authority – A Pennsylvania municipal water authority operating the municipal water system within Summit Township, Erie County, Pennsylvania with offices located at 1230 Townhall Road West, Suite 200 Erie, PA 16509.
- G. Summit Township Water Authority Service Area – The geographic area of Summit Township, Erie County, Pennsylvania in which the Summit Township Water Authority has operational water mains from which water service may be obtained.

SECTION II - APPLICATION FOR SERVICE

- A. Any Property Owner desiring to connect a service line or lines from one of the Authority's municipal water mains to a Property must first make a written application for service on the form furnished by the Authority.
 - 1. Such application for service shall be made no less than one (1) week before municipal water service is desired to be established; and,
 - 2. Such application for service is subject to the approval of the Authority by endorsement of the Authority Manager.
- B. When requested in writing by a Property Owner, billing statements for water service associated with service to a Property may be mailed to an identified tenant occupying a Property in the Property Owner's name. The Property Owner shall receive a duplicate copy of such water service billing and shall remain primarily responsible, as provided for under Pennsylvania law, for the payment of all bills rendered by the Authority for water service. In the event that the tenant fails to make payments of the rendered bill in full within the time specified in Section VII hereunder, it shall be the responsibility of the Property Owner to make all payments due to the Authority, including any penalties and interest that have accrued thereon. In such cases, a Property Owner must sign an agreement at the start of each new lease authorizing the Authority to render billing/account statements to the identified Tenant. Such agreement shall also state that the Property Owner shall be sent an appropriate notification of delinquency within thirty (30) days of the date when accounts first become past due.
 - 1. A new request must be made and approved by the Authority upon any change in ownership or occupancy of a Property and the Authority shall have the right, upon five (5) days written notice, to discontinue service until such time as a new application has been made.

SECTION III - SERVICE CONNECTIONS

- A. The water main and service line from the water main to and including the curb stop/box, shall be the property of the Authority and shall be accessible to and under its exclusive control.
- B. The Authority shall be responsible for the maintenance and repair of the water main and the service line between the water main and curb stop.
- C. The curb stop/box are for the sole use of the Authority or its agents. No one other than authorized personnel of the Authority, or its agents, shall turn this stop to permit service or to discontinue service to or for any Customer or other party.
- D. For customers existing before any certificate of substantial completion is issued regarding construction by the Authority of the public water system, the Authority or its agents shall make all connections to its mains, furnish, and install all service lines from the service main up to and including the curb stop and box.
- E. New customers connecting after the certificate of substantial completion is issued shall pay all associated costs for connection to the water main including corporation stop, service line and curb stop/box. The Authority, or its authorized agents, shall complete the work for the service line installation to the curb stop/box. The Authority will assess charges to the customer to cover associated costs as provided for under Pennsylvania law.
- F. Under penalty of discontinuance of service by the Authority, all service lines from the curb stop to the property to be serviced by the water system shall be of a pipe type and grade approved by the Authority, laid at least 4 ½ feet below the finished surface of the ground and kept in good repair at the expense of the customer. No service lines shall be laid in the same trench with any form of a gas pipe, sewer pipe or any other utility of a public service company, or within 5 feet of any excavation or vault. Upon installation, the service line shall not be covered and reburied until such service line has been inspected, tested, and approved by the Authority.
- G. Underground service lines two inches (2") and smaller shall be of Type "K" copper tubing with flared fittings or pro pressed as may be approved by the Authority. Upon inspection by the Authority, if defects in workmanship are detected, the water service shall not be activated until such defects are remedied and the connection approved by the Authority. No connection or outlet will be permitted on the service pipe or pipes supplying any premises located between the street main and the meter. All water drawn and/or used by the Customer must pass through the water meter. The Authority may require a pressure test at the customer's expense to verify the acceptance of any line installation.

- H. The minimum size service line shall be $\frac{3}{4}$ inch. Installation of service lines shall be completed by personnel approved and acceptable to the Authority and retained by the Customer.
- I. Prior to performing any work on Water Authority lines, any person, plumber, or contractor must place a bond from an approved and acceptable insurance company with the Summit Township Water Authority in an amount no less than \$10,000. The required bond amount shall be set by the Authority Manager depending on the nature and scope of the work intended to be performed.
- J. A stop and waste valve shall be placed in the service pipe, within the building supplied, and so located as to be capable of draining all water pipes in the building as well as the meter. The stop and waste valve shall be easily accessible to the occupants of the structure to enable such occupants (1) to turn off the water service in the case of leaks, and (2) to drainpipes in order to prevent freezing.
- K. Service pipes and fixtures must be located in such a manner as to secure them from frost and freezing. It shall be the responsibility of the Customer to thaw all frozen water service lines from the curb stop up to and including the meter. The Customer shall pay all associated costs for meter repairs due to damage caused by freezing.
- L. Properly authorized and identified representatives of the Authority shall have full and free access to the Customer's premises at all reasonable times for the purpose of reading meters, inspection, repairs, removal of Authority property and for any other water service incident.
- M. In cases where two or more customers are supplied water from the same service pipe (e.g., apartment complexes), a distinct and separate curb stop, and curb box must be provided for each individual customer when possible. An independent stop and waste valve shall be conveniently located for each customer into which the water is introduced so that any portion of the same can be drained without interfering with the supply of other occupants.
 - 1. Notwithstanding the foregoing, duplexes must have two separate service connections, lines, and meters.
 - 2. Where occupied buildings consist of semi-detached, row-type houses or condominium units, or other like structures, separate service connections, lines and meters for each occupied building shall be required.

- N. When two or more customers are supplied through a single service, any violation of Authority rules by any one of such customers shall be deemed a violation as to all and the Authority may take such action as could be taken against any single customer; except that such action shall not be taken until the customer who is not in violation has been given reasonable opportunity to connect to a separately controlled service connection.
- O. No owner or tenant of any premises supplied with water by the Authority will be permitted to furnish water to any other party except by written permission from the Authority. In case of violation of this rule, the water supply shall be shut off after due notice of five (5) days, and the owner or tenant shall be responsible to pay the proper actual or estimated charges for such water.
- P. The Authority shall not be responsible for damage resulting from water escaping from any portion of the customer's service line or fixtures located on the customer's premises. All customers shall at all times comply with applicable Authority and municipal regulations relating thereto, and make all changes thereon required on account of change of grade, relocation of mains or otherwise.
- Q. All services to customers shall be metered with meters to include remote registers. Water meters of 1" in size and smaller shall be purchased by the customer from the Authority at cost plus reasonable freight and handling charges. Payment in full for the meter shall be made prior to receiving water service. These meters will be installed by the Authority and remain the property of, accessible to, and subject to The Authority's control.
- R. All meters, 1" or smaller shall be conveniently located within the building supplied or located within an approved pit-type structure and at a point approved by the Authority or its agents, to control the entire supply. A proper place and proper protection shall be provided by the customer for meter installations.
- S. There shall be a \$100.00 charge for installation and inspection of meters 1" in size and smaller. Such \$100.00 fee shall include up to a maximum of three (3) service visits by the Authority for purposes of (1) inspecting the outside line, (2) installing the meter, and (3) addressing/correcting any installation issues.
- T. Meters greater than 1" in size shall be purchased from the Authority at cost plus reasonable freight and handling charges. Such meters shall be installed by the customer or its agent in compliance with all specifications of the Authority. Prior to initiation of water service, the customer shall pay to the Authority a \$100.00 fee for inspection of such meter. Such \$100.00 fee shall include up to a maximum of three (3) service visits by the Authority for purposes of (1) inspecting the outside line, (2) inspecting the installation of the meter, and (3) re-inspecting the meter installation one time in the event of installation issues. Following installation of such meter, the

meter shall become the property of the Authority and shall be maintained by the Authority.

- U. The Authority reserves the right to designate the size, type, and number of meters to be installed and as well as the location and manner of installation of such meters. The Authority or its designated agents shall inspect and approve meter installations prior to the commencement of water service.
- V. Prior to demolition of any building or structure with water service, the owner must fully disconnect the water service at the curb box.
- W. In any case where the Authority, or its agents, determine that (1) it is not convenient to place a meter inside the building or structure, (2) the service location is at a distance greater than 100 feet from the water main supplying service, or (3) the meter to be installed is 1 ½" or larger, then the Authority may direct that the customer place the meter outside the building in a meter hot box or vault made of materials approved by the Authority, provided with a suitable cover, lock and key.
 - 1. Meter pits installed after January 3, 1996, for commercial and industrial water customers must follow the specifications as adopted by the Authority on January 3, 1996.
 - 2. All meter hot boxes shall be built at the expense of the customer, and all piping, valves, and backflow prevention devices appurtenant thereto must be approved by the Authority or its agents.
 - 3. The customer must run a copper line from the tap to the meter.
 - 4. A backflow preventor, approved by the Authority, must be installed after the meter.
- X. Meters will be maintained by the Authority, or its agents, to address issues related to ordinary wear and tear. The customer shall be responsible for the cost of any repairs made necessary due to the negligence or carelessness of the customer or any other party. The customer shall notify the Authority of any damage to or failure of the meter as soon as such damage or failure becomes known or should be known to the customer.
- Y. The quantity of water recorded by the meter shall be conclusive on both the customer and the Authority except when the meter has been (1) determined by testing to be registering inaccurately, or (2) has ceased to register. In either case, the meter will be promptly repaired by the Authority, or its agents and the quantity of water consumed shall be estimated based upon usage data from previous corresponding periods.
 - 1. Should any customer wish to question the accuracy of the meter, the customer may, by making written application, have the meter tested by

the Authority. Each application will be accompanied by a deposit paid by the customer to the Authority in the amount of \$80.00 for any size meter.

2. In the event that the testing of the meter reveals that the meter is found to have an error in registration of less than four percent (4%), the deposit required by the Authority shall be retained by the Authority as compensation for such test. If the error in registration is found to be four percent (4%) or more, then the cost of the test shall be borne by the Authority and the amount of the deposit shall be returned to the customer.
- Z. New connections made after May 4, 1993, shall **not** be provided with, or permitted to have a by-pass valve. Connections prior to May 4, 1993, with water meters of 1 ½" or greater may maintain the existing bypass to provide a continuous supply of water during periods when the meter operation may be interrupted. By-pass valves shall not be operated without prior approval of the Authority. By-pass valves shall be furnished with lead free or other approved seals to indicate operation. Each application for water service of size 1 ½" or greater shall be accompanied by a copy of a detailed plan drawn to scale identifying the proposed installation of the water meter and by-pass line. Proper sealing procedures shall be followed when removing by-pass valves.

SECTION IV - FIRE HYDRANTS

- A. Under penalty prescribed by law, all persons are forbidden to open or operate, in any way, any fire hydrant attached to the municipal water system, or to use any water therefrom for any purpose without permission in writing from the Authority, except that fire hydrants may be utilized by fire companies in case of fire and by fire companies to test the operation of the fire hydrant. All such tests shall be made under the supervision of an authorized agent of the Authority.

SECTION V - TERMINATION OF SERVICE

- A. The Authority reserves the right at all times, after due notice, to shut off and/or terminate water service to any customer as a result of:
 1. Non-payment of water bills in accordance with Ordinance No. 1990-2 of the Summit Township Supervisors,
 2. Non-payment of sewer bills in accordance with the existing cooperation agreement between the Summit Township Water Authority and the Summit Township Sewer Authority, or,

3. Neglect or refusal on the part of the customer to comply with the Rules and Regulations of the Authority.
- B. The following fees will be assessed in the event of a shut off and/or termination of water service:
- | | |
|----------------------------------|---------|
| a. Shut off/Termination | \$50.00 |
| b. Turn on/Resumption of Service | \$50.00 |
- C. In addition to the above, water service to any customer may be discontinued for any of the following reasons:
1. For misrepresentation in an application for water service as to property or fixtures to be supplied or the use to be made of the water supply.
 2. For the use of water for any other property or purpose other than as described in the application for water service.
 3. For waste of water through improper or imperfect pipes, fixtures or otherwise.
 4. For failure to maintain in good order the connection, service lines or fixtures beyond the curb stop and owned by the customer.
 5. For molesting any service pipe, meter, curb stop or seal or any appliance of the Authority.
 6. In case of vacancy of the property.
 7. For violation of any Rules and Regulations of the Authority.
 8. For neglecting to make payments of any undisputed charges.
 9. For refusal of access to Authority personnel to the property for purposes of inspecting, reading, caring for or removing meters, or other property of the Authority.
- D. The Authority shall have the right to curtail or temporarily shut off water service without notice in case of breakdowns, for other unavoidable causes, or for making necessary repairs, connections, etc. Reasonable notice will be given when practical. The Authority reserves the right to restrict the supply of water in a manner it deems appropriate in the case of scarcity or at such times when the general public welfare may require such action; or as directed by the Erie City Water Authority. Authority customers shall abide by applicable sprinkling bans or other restrictions as

directed by the Erie City Water Authority. The Authority shall be held harmless and shall incur no liabilities for any damage or inconvenience suffered as a result of the above actions.

E. Termination Procedures

1. The Authority shall mail or deliver written notice to a customer at least ten (10) days prior to the date of proposed termination and will attempt to contact the customer at least three (3) days prior to any such termination.
2. Contact will be with the customer or responsible adult occupant in person, by telephone, or by contacting another person whom the customer has designated in writing to the Authority to receive a copy of any notice of termination.
3. The employee of the Authority, or its agent, designated to perform the termination shall attempt to make personal contact with a responsible person at the service location, immediately prior to termination.
4. Service will not be terminated if evidence is presented that (a) payment was made, (b) a serious illness or medical condition exists, (c) a dispute or complaint regarding the delinquent account is properly pending with the Authority, or (d) if the employee performing the termination is authorized to receive payment and payment in full is tendered in any reasonable manner.
5. If, after reasonable effort, no prior contact can be made with a responsible adult at the customer's premises, service will not be terminated until a notice has been conspicuously posted on the premises at least 48 hours prior to termination.
6. The procedure for termination of service at any premise occupied by other than the property owner shall be the same as for the property owner, except that notice shall also be filed with the Erie County Health Department.
7. Whenever a customer has properly notified the Authority in writing of a proper termination dispute or complaint, termination shall be postponed until such dispute or complaint has been resolved by the Authority. All termination disputes or complaints must be filed prior to actual termination of service.
8. Pending resolution of any dispute or complaint, the customer shall be required to pay the undisputed portion of any bill. Following resolution of any dispute or complaint, all amounts ultimately determined to have been overpaid, shall be reimbursed, without interest.

- F. No water fixture or appliance in connection therewith shall be considered cut off from the water system until such water fixture or appliance in connection therewith is disconnected in a manner satisfactory to the Authority.

G. No plumber, owner or other unauthorized person shall terminate or restore water service at any corporation stop or curb stop or disconnect or remove the water meter without the consent of the Authority.

SECTION VI - RENEWAL OF SERVICE

- A. Service will be renewed upon request in writing to the Authority when the conditions under which such service was discontinued are corrected, and upon payment of all charges then due, or payment of all charges due according to a settlement or amortization agreement.
- B. The following fees will be assessed in the event of a renewal or resumption of water service:
 - 1. Turn on/Resumption of Service \$50.00

SECTION VII - BILLING

- A. All bills shall be rendered quarterly or more frequently and are due and payable as rendered.
- B. If the balance due is not paid by the identified due date, the unpaid balance shall be subject to a 10% penalty.
- C. If the balance due is not paid within thirty (30) days from the due date, the balance due plus penalty shall accrue interest from the due date at the rate of 1½% per month until paid in full.
- D. Payments mailed, as evidenced by the United States Postal Service cancellation mark, on or before the end of the period during which the bills are payable at the face amount, shall be deemed as paid in a timely manner.
- E. If charges for water service including accrued penalties and interest are not paid in full within ninety (90) days after the date of the bill, the Authority shall discontinue water service to the delinquent customer(s) following proper notice as described herein. Termination will be conducted by the Authority or its designated agents.
- F. Payments in advance of furnishing service may be required for:
 - 1. Seasonal or temporary service when elected to be so taken by the customer.
 - 2. Construction of facilities and furnishing special equipment.
 - 3. Restoration or reconnection if service has been actually discontinued for customer's failure to comply with tariff provisions.

- G. All water charges, together with penalties and interest, not paid in full within one hundred eighty (180) days following the date of the bill shall be deemed delinquent and shall forthwith cause to be filed a municipal lien against the subject property for water charges, penalties, interest, and lien costs incurred for filing and satisfying said lien. The Authority Solicitor shall file municipal liens or claims in the proper office of Erie County as provided by law. The Authority Solicitor shall proceed to collect delinquent charges as provided by law, according to the fee schedule on file at the Water Authority office.
- H. If any customer submits two (2) personal checks that are refused or dishonored by the customer's bank as payment to the Authority, said customer shall be required to render all future payments for water Service to the Authority in the form of cash, money order, certified check, or by credit card and for as long as customer has an account with the Authority.
- I. Any customer, upon receipt of a bill for water service, having reason to doubt the accuracy of any such bill, shall bring or mail the bill along with a written explanation of the disputed item, within five (5) business days to the Authority for review. And investigation.
- J. Whenever the customer desires to have their service contract terminated or water service discontinued, notification shall be made to the Authority in writing. The customer will be responsible for the payment of all services rendered until such notice is received and a reasonable time from the receipt of such notice shall have elapsed for the Authority to take the final reading of the meter or meters before service is actually discontinued by the Authority or its agents.
- K. All customers connected to the water system must give the Authority their correct address. Failure to receive a bill shall not exempt any customer from loss of discount or the accruing of a penalty and/or interest. The presentation of a bill to the customer is only a matter of accommodation and not a waiver of these Rules and Regulations.
- L. Deposits may be required from all customers in an amount equal to the estimated gross bill for any single billing period plus one month with a minimum of \$25.00.
- M. Deposits may be returned to the depositor upon establishing credit to the satisfaction of the Authority. This may be accomplished either by evidence satisfactory to the Authority that the applicant has received a similar type of utility service within a period of twenty-four (24) consecutive months preceding the date of application, and that applicant's account for such service has been maintained in a currently paid status during the previous twelve (12) consecutive months; or by evidence satisfactory to the Authority that the applicant is not an unsatisfactory credit risk in the sole discretion of the Authority. Length of employment, previous

residences, references, and other similar data may be utilized by the Authority for such purpose.

1. All deposits held under this section shall bear interest according to applicable law.
2. Any customer having a deposit shall pay bills for water service as rendered, in accordance with the Rules and Regulations of the Authority, and the deposit shall not be considered or applied as payment or prepayment on account of a bill during the time the customer is receiving water service.

VIII - GENERAL

A. Vacating Premises –

1. When the premises are vacated, the customer must give written notice within 48 hours to the Authority, so that water may be turned off at the curb stop. Customer will be responsible for all the water rent until such time as notice is given and termination of service occurs.
2. A new application must be made on any change in occupancy of property as described in application, and the Authority shall be at liberty to discontinue the water supply until such new application has been made and approved.
3. An application may be cancelled by the Authority for proper cause, at any time upon giving five (5) days written notice of such cancellation.
4. If a property owner desires that water service be temporarily shut off at the curb stop, such as for premises that will be unoccupied, the customer shall notify the Authority in writing of this request and of the specific date for shut off, which date shall not be more than five (5) days prior to the requested shut off date, so that a meter reading may be taken and the water turned off on the date specified. When the property is again occupied the customer shall again notify the Authority of the service renewal date. No refund or allowance will be made for unoccupied property if the vacancy has not been properly reported. The Authority will discontinue billing only for temporary vacancies longer than three (3) months. The customer requesting temporary shut-off and turn-on shall pay a one-time per shut off request fee of \$50.

- B. Cross Connection Prohibited - Any physical connection or arrangement between two otherwise separate piping systems, one of which contains potable water from the Authority's system and the other steam, gas, a chemical or other water supply is prohibited. A cross connection shall be considered broken if a minimum air gap of two pipe diameters of the water supply pipe is provided between the public water

and any unapproved supply.

1. Interconnection of two or more different water supplies shall not be permitted.
 2. Private well or other water supplies shall be physically disconnected from lines supplied by the Authority's water system.
- C. Customers shall comply with the requirements of the Cross-Connection and Backflow Prevention Ordinances pertaining to the Authority's water system.
- D. No agent or employee of the Authority shall have the right or authority to bind the Authority by any promise, agreement or representation contrary to the letter or intent of these Rules and Regulations.
- E. The Authority will furnish the initial pressure reducing valves of 1 inch size or smaller for all customers that have an average service pressure, as measured by the Authority) of 30 PSI or greater. The customer shall be responsible for proper valve installation, maintenance, and replacement. Customers that require pressure reducing valves larger than 1 inch shall furnish and install their own suitable pressure reducing valve. The model of pressure reducing valve shall be approved by the Authority prior to installation. The Authority does not accept any liability for damage caused by malfunctioning pressure reducing valves or customers who do not install suitable pressure reducing valves.
- F. If any clause, sentence or section of these Rules and Regulations are declared invalid by any Court, all remaining provisions shall remain in full force and effect.
- G. The Authority assumes no liability for failure to deliver water of an adequate supply volume or pressure when such failure is as a result of conditions or circumstances that are beyond the Authority's control.
- H. Any person requesting to connect a building or structure to the Summit Township Water System must certify to the Authority that only lead-free materials were used in the plumbing work servicing the property where such work was completed after January 6, 1991. The Authority must refuse connection if that person is unable to provide proper certification. The lead-free certification shall comply with the Pennsylvania Plumbing System Lead Ban and Notification Act of January 6, 1991.

- I. The Authority reserves the right to alter or amend these Rules and Regulations in the manner provided by law.

Duly presented and enacted at a meeting of the Summit Township Water Authority held the 8th day of September of the year 2021.